

## USE OF SPACE AT SUITLAND

### 1. Memo of 23 January 1964

- a. Records Center will be filled by April 1967
- b. Work with USIB Records Officers to get space at Suitland.
- c. 7 April 1964 told to proceed

### 2. Suitland Records Center (GSA)

- a. Agreement with AEC, DIA, NSA, and State to request GSA for space (Security approved)
- b. GSA agreeable to 200,000 cu. ft.
- c. Obtained OBI, OCR, DDI, & OS approval for USIB produced documents with the understanding Agency retain control.
- d. GSA modified specs. to meet security approval.
- e. Using 3,000 cu. ft. O/Security approved secure space in Alexandria, FRC for very inactive records. CIA provides service.
- f. Considered storage of purely CIA inactive Records (Finance, Logistics, OS, Personnel, DDP, etc.) decided against because of sensitivity.

### 3. Need 3 employees for Suitland (By GSA standards would need 4 employees).

- a. Necessary because of distance [ ] and fluxation of work load between Archives, VR, Records Center and USIB type document storage. (unpredictability of work load,  $1\frac{1}{2}$  to 2 hrs. travel time [ ] and Suitland). STAT
- b. Control over Suitland - Doubtful DDI, DDS&T and/or OS would approve giving of control of CIA document to GSA. Also, doubtful that GSA would accept responsibility for servicing active type records.
- c. Money already spent by GSA to modify to OS requirements.
- d. If space not used, would be lost to us for future.

### 4. Alternatives

- a. Try to get 6 contract employees on  $\frac{1}{2}$  time basis (This we recommend against even if possible).

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- b. Add to facility [ ] at once at a cost of approximately \$750,000 with still a need to increase T/O to handle added workload.